*15 Nov 62*

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MEMORANDUM FOR: _____

SUBJECT   : Correspondence Controls

1. As you know, I have expressed the idea that correspondence controls and procedures may provide the key to the problem of streamlining the Agency's courier and registry systems, the idea being that if we can develop an effective management system for controlling correspondence, we may find that the registry and courier systems needed to serve the correspondence system will fall neatly into a logical pattern.

2. In this connection it occurs to me that a system of centralized numerical control might be installed using EDP techniques similar to the Document Locator system now being used in RID. Through a system centered around an IBM 650 Random Access computer any active document, except those dealing with administrative matters, can be located instaneously, e.g. its whereabouts can be determined. As documents come into RID from the field, identifying data are punched into Denison tickets which accompany the document. At each subsequent point of delivery one Denison ticket is removed and returned to RID. Information on the Denison ticket, together with the identity of the document recipient, is converted to an IBM punched card and the random access computer file is updated. Telephone inquiries can then be answered by an on-line query to the computer via electric typewriter operated by the girl who answers the telephone. The computer responds in seconds printing out on her typewriter the location of the document.

3. Centralized numerical control does not necessarily mean that numbers must be assigned at a central point. In DD/P document numbers are assigned at field stations throughout the world using a system combining alphabetic with numeric characters to identify the point of origination as well as the document. Cables use a different, but similar numbering system. In Headquarters many components also use a similar system. For example, I have on my desk now a document bearing an Executive Registry number, a DD/S number, a SSA-DD/S number, and an OGC number, which seems unnecessarily cumbersome. Each of these numbers has the common feature of combined alphabetic and numeric characters identifying the component and the document. In foreign correspondence the number assigned by the originator is deemed sufficient for all subsequent control. Why not apply the same principal at Headquarters? In the example cited
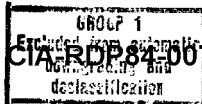
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the OGC number would be used since that was the originating office.

4. I have no way of knowing positively that a computer driven system for document control would be feasible. It might have to exclude TS, SI, etc. and correspondence originated outside the Agency might require separate treatment, but if such a system were feasible we might eliminate the general log and reduce registries to practically nothing. Couriers would still be necessary, but courier receipts might not.

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